

**Payroll Deadlines for Temporary Solutions
October 2020 - December 2021**

Job Orders Due to TS	Completed Onboarding Packet Due to TS via DocuSign	PP Start (Saturday)	PP End (Friday)	Paper Timesheets to TS and ESS Time Approved by Noon	Pay Day
Friday, October 30, 2020	Tuesday, November 10, 2020	November 14, 2020	November 27, 2020	Monday, November 30, 2020	Friday, December 11, 2020
Friday, November 13, 2020	Tuesday, November 24, 2020	November 28, 2020	December 11, 2020	Monday, December 14, 2020	Wednesday, December 22, 2020
Wednesday, November 25, 2020	Tuesday, December 8, 2020	December 12, 2020	December 25, 2020	Tuesday, December 29, 2020	Friday, January 8, 2021
Friday, December 11, 2020	Tuesday, December 15, 2020	December 26, 2020	January 8, 2021	Monday, January 11, 2021	Friday, January 22, 2021
Wednesday, December 22, 2020	Tuesday, January 5, 2021	January 9, 2021	January 22, 2021	Monday, January 25, 2021	Friday, February 5, 2021
Friday, January 8, 2021	Tuesday, January 19, 2021	January 23, 2021	February 5, 2021	Monday, February 8, 2021	Friday, February 19, 2021
Friday, January 22, 2021	Tuesday, February 2, 2021	February 6, 2021	February 19, 2021	Monday, February 22, 2021	Friday, March 5, 2021
Friday, February 5, 2021	Tuesday, February 16, 2021	February 20, 2021	March 5, 2021	Monday, March 8, 2021	Friday, March 19, 2021
Friday, February 19, 2021	Tuesday, March 2, 2021	March 6, 2021	March 19, 2021	Monday, March 22, 2021	Thursday, April 1, 2021
Friday, March 5, 2021	Tuesday, March 16, 2021	March 20, 2021	April 2, 2021	Monday, April 5, 2021	Friday, April 16, 2021
Friday, March 19, 2021	Monday, March 29, 2021	April 3, 2021	April 16, 2021	Monday, April 19, 2021	Friday, April 30, 2021
Thursday, April 1, 2021	Tuesday, April 13, 2021	April 17, 2021	April 30, 2021	Monday, May 3, 2021	Friday, May 14, 2021
Friday, April 16, 2021	Tuesday, April 27, 2021	May 1, 2021	May 14, 2021	Monday, May 17, 2021	Friday, May 28, 2021
Friday, April 30, 2021	Tuesday, May 11, 2021	May 15, 2021	May 28, 2021	Tuesday, June 1, 2021	Friday, June 11, 2021
Friday, May 14, 2021	Tuesday, May 25, 2021	May 29, 2021	June 11, 2021	Monday, June 14, 2021	Friday, June 25, 2021
Friday, May 28, 2021	Tuesday, June 8, 2021	June 12, 2021	June 25, 2021	Monday, June 28, 2021	Friday, July 9, 2021
Friday, June 11, 2021	Tuesday, June 22, 2021	June 26, 2021	July 9, 2021	Monday, July 12, 2021	Friday, July 23, 2021
Friday, June 25, 2021	Tuesday, July 6, 2021	July 10, 2021	July 23, 2021	Monday, July 26, 2021	Friday, August 6, 2021
Friday, July 9, 2021	Tuesday, July 20, 2021	July 24, 2021	August 6, 2021	Monday, August 9, 2021	Friday, August 20, 2021
Friday, July 23, 2021	Tuesday, August 3, 2021	August 7, 2021	August 20, 2021	Monday, August 23, 2021	Friday, September 3, 2021
Friday, August 6, 2021	Tuesday, August 17, 2021	August 21, 2021	September 3, 2021	Tuesday, September 7, 2021	Friday, September 17, 2021
Friday, August 20, 2021	Tuesday, August 31, 2021	September 4, 2021	September 17, 2021	Monday, September 20, 2021	Friday, October 1, 2021
Friday, September 3, 2021	Tuesday, September 14, 2021	September 18, 2021	October 1, 2021	Monday, October 4, 2021	Friday, October 15, 2021
Friday, September 17, 2021	Tuesday, September 28, 2021	October 2, 2021	October 15, 2021	Monday, October 18, 2021	Friday, October 29, 2021
Friday, October 1, 2021	Tuesday, October 12, 2021	October 16, 2021	October 29, 2021	Monday, November 1, 2021	Friday, November 12, 2021
Friday, October 15, 2021	Tuesday, October 26, 2021	October 30, 2021	November 12, 2021	Monday, November 15, 2021	Wednesday, November 24, 2021
Friday, October 29, 2021	Monday, November 8, 2021	November 13, 2021	November 26, 2021	Monday, November 29, 2021	Friday, December 10, 2021
Friday, November 12, 2021	Monday, November 22, 2021	November 27, 2021	December 10, 2021	Monday, December 13, 2021	Tuesday, December 21, 2021

Job Orders Due to TS: The date that job orders are due depends on the effective/start date on the job order. For example, a New Hire job order request with a requested start date between November 14, 2020 and November 27, 2020 must be received by 5:00PM on Friday, October 30, 2020 in order for the employee to be paid on Friday, December 11, 2020. Some pay periods require job orders to be submitted earlier than normal due to State holidays. These changes have been highlighted in yellow.

Job order requests received between 5:01PM on Friday, October 30, 2020 and 5:00PM on Friday, November 13, 2020 will be processed for the Wednesday, December 22, 2020 pay day, and so on.

Agencies may submit a job order after the deadline for the pay period they would like the employment action to be effective. This is called a "quick hire." The pay day for a quick hire corresponds with the date the job order was submitted. For example, an agency submits a New Hire job order on Friday, November 6, 2020. The requested start date is Monday, November 9. Because the job order was submitted after October 30 but before November 13, the earliest first pay day for the New Hire would be Wednesday, December 22, 2020.

Completed Onboarding Packet Due to TS via DocuSign: DocuSign electronic onboarding packets must be completed by the employee and agency HR and submitted to Temporary Solutions by 5:00PM on the dates in this column for the corresponding pay day. For example, if the job order is received by the correct date (Friday, October 30, 2020) for the employee to be paid on Friday, December 11, 2020, then the completed onboarding packet is due by 5:00 PM on Tuesday, November 10, 2020.

Paper Timesheets to TS and ESS Time Approved by Noon: Temporary Solutions receives approximately 2,500 paper timesheets every two weeks. The dates in this column help provide TS staff members enough time to enter paper timesheet entries and audit all paper and ESS entries before finalization for the corresponding pay period. An extra day is given for State holidays that fall on a Monday. These dates are highlighted in yellow.